

# Parent Delegation (Banner)

Student User Guide

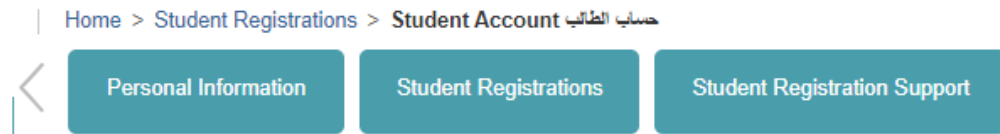
Prepared by,  
Banner Team

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## Parent Delegation

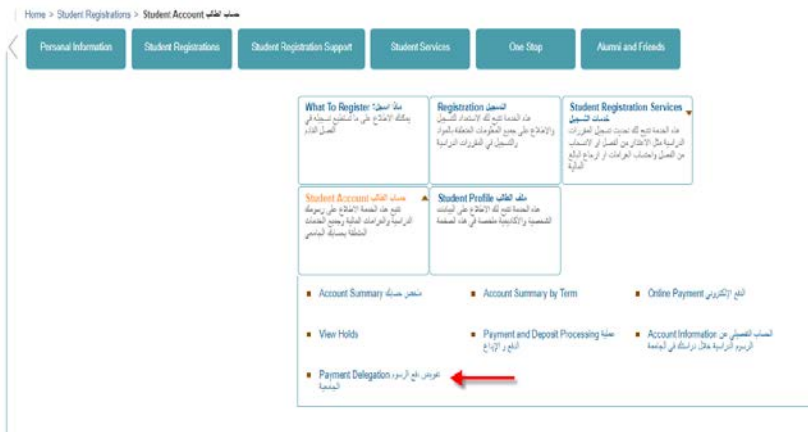
1) Click on "Student Registrations" after you login to myBanner.



2) Click on "Student Account" under the "Student Registrations" menu



3) Click on "Payment Delegation" link



4) Click on the button "Add Proxy" to add a new person

# Proxy Management

Home > Proxy Menu > Parent Payment Delegation

## Proxy List

Expand a proxy to define relationship type, begin and end dates, and authorizations.

Expand Fahad Ali [redacted] 0 pages

Expand Ra Sh ryn@qu.edu.qa 1 page

 [Add Proxy](#) 

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RELEASE: 8.7.1.1

- 5) Insert the first name, last name and E-mail Address and click on "Add Proxy" button.

## Add a Proxy

Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.

\* - indicates a required field.


First Name\*

Last Name\*

E-mail Address\*

Verify E-mail Address\*



- 6) Click on the button  to open the person profile.

## Proxy Management

Home > Proxy Menu > Parent Payment Delegation

 A new proxy has been successfully added.

## Proxy List

Expand a proxy to define relationship type, begin and end dates, and authorizations.

Expand Fahad Ali fahad\_alishaq@hotmail.com 0 pages

Expand ali Naser naksss@qu.edu.qa 0 pages 

Expand Ra Sh ryn@qu.edu.qa 1 page

  [Add Proxy](#)

7) Under the Profile tab, select "Parent" in the relationship field

The screenshot shows the 'Proxy Profile' form. At the top, there are four tabs: Profile, Authorization, History, and Communication. The 'Profile' tab is active. Below the tabs, there is a text box with instructions: 'Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship type. The description field is your name). The passphrase can be used to determine FERPA identity for phone calls or other off-line queries by this proxy. You must communicate proxy access below.'

Below the instructions, there is a legend: '\* - indicates a required field.'

The form fields are:

- Relationship\***: A dropdown menu with options: 'Select a relationship', 'Employer or Hiring Agency', 'Financial Sponsor', 'Parent' (highlighted with a red arrow).
- Description**: A text input field.
- Start Date (MM/DD/YYYY)\***: A text input field.
- Stop Date (MM/DD/YYYY)\***: A text input field with the value '12/03/2023'.

At the bottom, there are two buttons: 'Reset PIN' and 'Delete Proxy Relationship'.

8) Click on the tab Authorization and select the page that you would like your parent to access it under the "PARENT MENU" and the following is the detail of each page:

- Online Payment allow the parent to make online payment on behave of the student
- Concise Student Schedule allow the parent to view student weekly schedule
- Academic Transcript allow the parent to view student grades term by term along term GPA and overall GPA.

The screenshot shows the 'Page Authorization' form. At the top, there are four tabs: Profile, Authorization, History, and Communication. The 'Authorization' tab is active. Below the tabs, there is a text box with instructions: 'Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view and/or update these pages when they log in.'

Below the instructions, there is a text box: 'Special authorization tab information text dealing with parents.'

On the right side, there are two buttons: 'Copy Authorizations' and 'E-mail Authorizations'.

The form fields are:

- PARENT MENU**: Check to Select or Deselect ALL items below.
- Online Payment الدفع الإلكتروني
- Concise Student Schedule الجدول الدراسي للطلاب
- Academic Transcript كشف الدرجات التفصيلي

- 9) To notify the parent that s/he has been authorized to make a payment on behalf of a student, click on the link "E-mail Authorizations"

Collapse Ra Sh ryn@qu.edu.qa

Profile Authorization History Communication

Page Authorization

Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view and/or update these pages when they log in.

Special authorization tab information text dealing with parents.

Copy Authorizations  
Select Proxy

E-mail Authorizations

PARENT MENU Check to Select or Deselect ALL items below.  
 Online Payment الدفع الإلكتروني

- 10) If you would like to reset forgotten password for your parent, click the "Reset PIN" button on the Profile page. An email will be sent to notify the parent to reset password.

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Profile Authorization History Communication

Proxy Profile

Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship type. The description field is your personal note about this proxy (dad, mom, soccer coach, company name). The passphrase can be used to determine FERPA identity for phone calls or other off-line queries by this proxy. You must communicate the passphrase to your proxy. You can control the start and end dates for proxy access below.

Special profile tab information text dealing with parents.

\* - indicates a required field.

Relationship\* Parent

Description

Start Date (MM/DD/YYYY)\* 11/14/2023

Stop Date (MM/DD/YYYY)\* 11/13/2024

Reset PIN Delete Proxy Relationship

- 11) If you ever wish to cancel the parent delegation at any time, click the "Delete Proxy Relationship" button on the Profile page. An email will be sent to notify the parent about the cancellation of delegation

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Profile Authorization History Communication

Proxy Profile

Please select your relationship with this proxy. The list of pages available to the proxy is based on relationship type. The description field is your personal note about this proxy (dad, mom, soccer coach, company name). The passphrase can be used to determine FERPA identity for phone calls or other off-line queries by this proxy. You must communicate the passphrase to your proxy. You can control the start and end dates for proxy access below.

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Reset PIN Delete Proxy Relationship